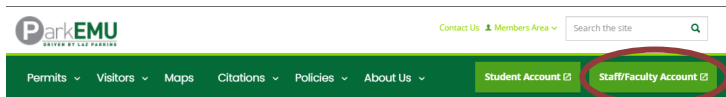


## Staff/Faculty Permit Adjustment Instructions

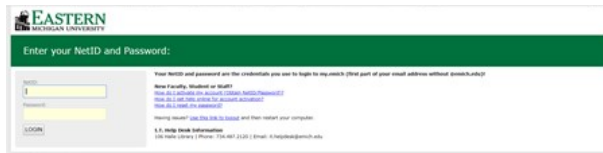
1

Visit to [www.ParkEMU.com](http://www.ParkEMU.com) and click the 'Staff/Faculty Account' button to be redirected to the Emich log in page.



2

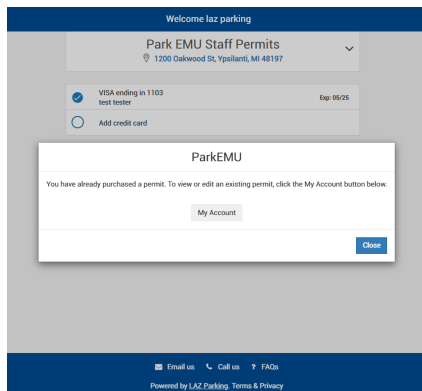
Login in with your Emich username and password.



3

Click on the 'My Account' button in the 'Restrictions' window.

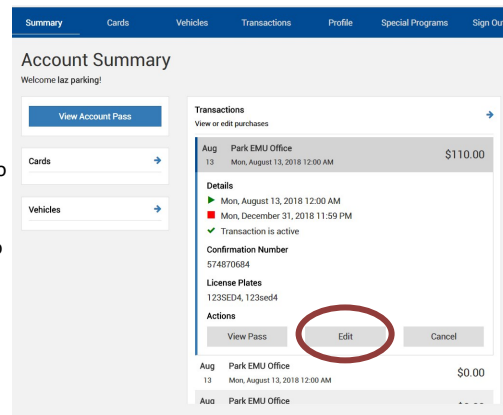
This will direct you to your account, where you are able to edit your Transactions (current parking permit).



4

Click 'Edit' under the Transaction you would like to update.

Be sure to check the dates in the 'Transactions' window to ensure you are updating your most current permit.

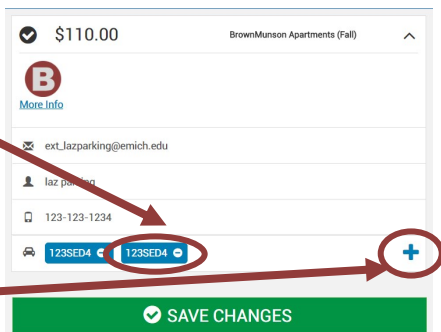


5

To change license plate information:

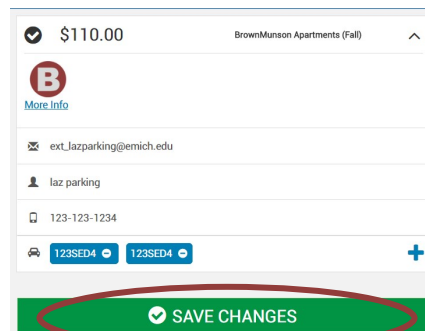
Click the '-' sign on listed numbers to remove a plate.

Click on the '+' sign to add a plate.



6

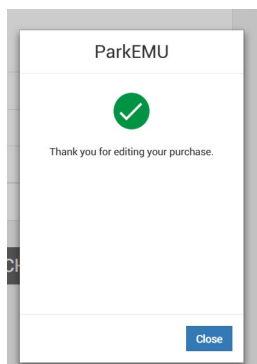
After confirming everything is how you would like it, Click 'Save Changes'



7

You will know your update has been successful when the confirmation window appears.

If this window does not appear, please feel free to reach out using the contact information provided.



8

For help with parking account adjustments, call (734)217-4892 or email [ParkEMUhelp@LAZParking.com](mailto:ParkEMUhelp@LAZParking.com).

Please note it is the sole responsibility of the permit holder to ensure their permit information is up-to-date at all times.

Failing to update permit information before parking a vehicle on campus will result in a valid citation.